



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

IN REPLY REFER TO

StaO 5401.1A
BSD
18 MAY 2004

STATION ORDER 5401.1A

From: Commanding Officer
To: Distribution List

Subj: ESTABLISHMENT OF BASE SERVICES DEPARTMENT

Ref: (a) OMB A-76 Study Performance Work Statement of Dec 00

Encl: (1) BSD POC Phone Listing

1. Purpose. To announce the establishment of the Base Services Department (BSD), to delineate the services provided by the BSD from those provided by other departments aboard Marine Corps Air Station Yuma, (MCASY), to identify the new processes to be followed to receive support from the BSD, and to publish updated POC phone numbers for this support.

2. Background. An OMB Circular A-76 (Commercial Activities) Study was conducted aboard MCASY (April 1999 - December 2000) that competed, (with private industry), the work of 217 military and civilian positions in the following functions:

- a. Facilities Maintenance
- b. S-4/Supply Warehousing, Marine Corps Property, HazMat, Air Cargo
- c. S-4 Ordnance and Motor Transportation
- d. Environmental Recycling
- e. S-6 FM Mobile Shop
- f. S-3 Visiting Aircraft Line and FOD Sweeping

The final decision was made on 6 September 2001 (after months of review, technical evaluation, technical leveling, source selection, administrative appeals, etc.) to retain the work for the above listed functions in-house with Federal civilian employees. The outcome of this A-76 Study was the creation of the Base Services Department that was implemented on 4 January 2002. As noted above, the BSD now performs work that has historically been done by several other departments aboard MCASY.

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3. Action. In order for MCASY customers to obtain the required support for which they are entitled, the following procedures are hereby instituted:

a. Motor Vehicle Operations

(1) Licensing

(a) Licensing classes for bus and forklift will be given once a month, 2nd Tuesday for forklifts and 2nd Thursday for the bus. The license paperwork for the class will be required to be turned in the day prior to the class. In addition to the request, the following is also required:

1. Valid state drivers license
2. Driver Improvement Card (if under 26 years of age)
3. Operator's Medical Certificate (bus license and forklift license)

(b) For additional information or to schedule a seat contact the Licensing Instructor at 269-2130, between the hours of 0700-1530.

(2) GME Usage/Driver Support Requests

(a) All GME Usage/Vehicle Requests will be sent to the Motor Transport mailbox at Yuma BSD MotorT (YumaBSDMotorT@yuma.usmc.mil). Vehicle requests must be received by 1200 noon the day prior to the day required to facilitate planning. Requests for vehicles with a driver must be submitted two days in advance of requirement.

(b) All reimbursable customers must have funding in place with the Station Reimbursement Manager, 269-2903 before vehicles will be released/dispatched. The Station Motor Pool no longer accepts NavCompt 2277's for payment.

(c) The following Commands/Units will furnish their drivers with fuel, keys, and a Voyager fuel card to purchase fuel on the road:

1. MATWTS-1
2. VMFT-401

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3. MWSS-371
4. CSSD-16
5. MACS-1
6. MCCA (NAF)

(d) Transient Units, H&HS, and Station Sections will be issued a fuel key and Voyager fuel card by the Motor Transport Dispatcher. The Voyager fuel card is only to be used outside a 50-mile radius of the Air Station. If sufficient fuel is available, the vehicle should be driven to MCAS Yuma to be refueled on Station.

(e) All Vehicles will be refueled with regular unleaded fuel only, washed and cleaned, and free of trash.

(3) Distinguished Visitor/Protocol Transportation Services

(a) All Distinguished Visitor requests will be routed through the Station Adjutant, 269-2918, concerning availability of the VIP van. Upon receipt of confirmation from the Station Adjutant that the VIP van is available, the Unit will be contacted through their S-4 for the use of the van.

(b) The Unit requesting the VIP van will be responsible to refuel wash and vacuum the van prior to turn-in.

(4) Dispatching Services

(a) The Dispatcher is on duty from 0400 - 1900, Monday through Friday in Building 603, Phone 269-2674. If a vehicle is to be dispatched over a weekend, it will be picked up NLT 1600 on the Friday before.

(b) After hours/Emergency Dispatch of vehicle will be coordinated through the Trouble Desk at 269-2222.

1. A hard copy of a vehicle request must come from the S-4, signed by a member who is authorized to distribute funds.

2. Contact the water plant at the above listed number and make arrangements with the on-call personnel to meet at the Motor Pool.

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3. Meet Water Plant personnel at the Motor Pool with the vehicle request, and the vehicle will be checked out on an ECR card.

4. After hour's turn-in, park vehicle across from the Motor Pool gate in the parking lot. Place keys and BSD Road pack, with all fuel receipts, in the white box by the Motor Pool gate. The next working day, the driver must return to complete turn-in.

(5) Vehicle Recovery Services

(a) During the hours a Dispatcher is on duty, (0400-1900, Monday to Friday), the Dispatcher will coordinate vehicle recovery. Phone 269-2674.

(b) After-hours/weekend recovery efforts will be initiated by calling the Trouble Desk at 269-2222.

(6) Fuel Card Services

(a) The following Commands/Units will furnish their drivers with fuel, keys, and a Voyager fuel card to purchase fuel on the road:

1. MAWTS-1
2. VMFT-401
3. MWSS-371
4. CSSD-16
5. MACS-1
6. MCCS (NAF)

(b) H&HS, transient units, and Station Sections will be issued a fuel key and Voyager fuel card by the Motor Transport Dispatcher. The Voyager fuel card is only to be used outside a 50-mile radius of the Air Station. If sufficient fuel is available, the vehicle should be refueled aboard MCAS Yuma.

(7) GME Maintenance Support. The Production Controller at 269-2317 coordinates maintenance of GME and MHE. The Production Controller will promulgate a Preventative Maintenance (PM) schedule for units with B Pool vehicles.

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b. Building, Installed Equipment, and Grounds/Surfaced area maintenance, repair and/or services support formerly performed by Facilities Management Department:

(1) Building and Grounds/Surfaced area maintenance. Services shall be provided by calling the trouble desk at 269-2222. Repair and maintenance services include Locksmith services.

(2) Installed Equipment maintenance. Services shall be provided by calling the trouble desk at 269-2222 from 0700-1530, Monday through Friday. Trouble desk will issue a S/C number that will be used for tracking purposes. The BSD provides maintenance on real plant property accounts on MCAS Yuma. Service shall be provided by preventive maintenance schedules and service calls.

(3) Pest & Weed control services. Services shall be provided by calling the trouble desk at 269-2222 from 0700-1530, Monday through Friday. Trouble desk will issue a S/C number that will be used for tracking purposes. BSD services include managing and performing recurring and nonrecurring pest and weed control services for structures and non structural areas aboard MCAS Yuma for a variety of insects and pests. Service to family housing for eradication of common household pests INSIDE the housing units is excluded.

(4) Fire Alarms & Intrusion Detection System (IDS) Support. Services shall be provided by calling the trouble desk at 269-2222 from 0700-1530, Monday through Friday. Trouble desk will issue a S/C number that will be used for tracking purposes. BSD shall inspect, troubleshoot, maintain and repair all station fire alarms and building intrusion detection systems (IDS) systems.

(5) Blue Stake Support. Services are provided by surveying, mapping utilities, and maintaining up-to-date drawings. The critical service requirement is locating buried utility lines to insure that electrical, telephone, alarm, and gas lines are not damaged by other work. The requestor shall turn in their completed portion of the location, digging and outage request to the service desk located in Building 888,

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Phone (928) 269-6368 from 0700-1530, Monday through Friday for final approval and instructions before the start of work. Requestor is to hand dig within five feet of any building or structure while locating underground utilities. Locate, digging and outage request will be routed through Environmental, Telephone, PMO, Fire Department, Ground Electronics, FMD Blue stake and the trouble desk.

c. Ordnance ordering, receipt, issue, storage, shipment, and disposal support

(1) Aviation Ordnance Procurement. In accordance with Station Order P8600.1 Series (Standing Operating Procedures for Station Ordnance Distribution Facilities Yuma) the following guidance is given for Ordnance operations at MCAS Yuma. POC is Ordnance Manager, phone 269-2004 or email at Yuma Ordnance (YUMAORD@yuma.usmc.mil).

(a) MCAS Yuma will requisition training ordnance for deployed units as authorized by the applicable type commander. Ammunition/ordnance requirements must be ordered at least 90 days in advance by unclassified message.

(b) Due to the limited Net Explosive Weight (N.E.W.) and multi-fleet ordnance operations at MCAS Yuma, some Fleet controlled items and high explosives may not be in stock at MCAS Yuma. Along with other special items, they must be requisitioned in sufficient time to allow delivery to MCAS Yuma by ground transportation. All items must be compatible for use on MCAS Yuma controlled ranges. Station Ordnance will provide the necessary storage and assembly area.

(c) Munitions will be requested by Naval Ammunition Logistics Code/Department of Defense Identification Code (NALC/DODIC) as described by NAVAIR 11-1-116B/TWO10-AA-ORD-030. Ensure that models (MK's) and modifications (MOD's) requested are compatible for the desired all up round. It is desirable that the requesting Units indicate suitability of substitutes items.

(d) Ensuring the availability of correct ordnance items at MCAS Yuma is dependent on requesting Units accurate requisitions.

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(e) Prior to any evolutions all squadron and support personnel handling ordnance must attend the MCAS Yuma Aviation Ordnance Safety Brief in Building 645, Phone (928) 269-3611. The purpose of this brief is to inform personnel handling explosives of the proper safety procedures promulgated by higher authority and local policy for MCAS Yuma. Briefing times are conducted during normal working hours 0700-1530 Monday through Friday.

(2) Personnel Rosters/Authorization Letters

(a) A roster showing the qualification and certification of ordnance personnel assigned to the squadron, including any ordnance support (MALS) personnel, must be submitted to the Explosive Safety Officer before issuing of ammunition. All personnel must be qualified and certified in accordance with current editions of OPNAVINST 8023.3 (NAVY) and MCO 8023.3 Series (MARINE). On check in, the Advanced Party Officer must deliver a roster of ordnance personnel requiring access to the magazine area at Station Ordnance to the Ordnance Manager.

(b) A letter designating personnel authorized to request, receive, and turn-in ordnance will be turned into the Ordnance Manager on check in.

(3) Requisitioning Procedures for Class V (A) Munitions

(a) Prior to arrival at MCAS Yuma, the deploying unit will fax or mail an advance copy of SF-344 (Multi-use Standard Requisitioning/Issue System Document) to DSN FAX number 269-5291 one week prior to arrival. Upon receipt of your advance SF-344, the Station Ordnance Magazine Section will position all ordnance requested at an assigned build-up pad within the Ordnance compound. This procedure will ensure that the requested ordnance is ready for inventory and receipt on the day that the deployment personnel arrive, and will prevent any priority 03 requests from being submitted in the event that operations have been scheduled for that or the next day.

(b) Upon arrival at MCAS Yuma, the deploying unit will be shown to their assigned assembly area in the ordnance compound. The Net Explosive Weight (NEW) of the entire build-up

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area is 50,000 lbs. Ordnance will be staged according to NEW limits, number of units present and what ordnance has been requested. A daily NEW report must be provided to the Station Ordnance Magazine Section.

(c) The original SF-344 request to draw class V (A) munitions from Stations Ordnance will be turned into the Ammunition Stock Recording Section (ASRS), Building 1700 upon arrival at the Ordnance Compound, Monday - Friday 0730 - 1500, except for immediate/special CAD issues. Requests involving weekends or holidays must be submitted 24 hours prior to the commencement of that period and will cover the entire period plus the following workday.

(d) Munitions shall be counted and signed for upon receipt by unit personnel designated to receipt for munitions. Ordnance will not be opened/moved until the documents have been signed.

(e) Use all "light" containers first. "Light" containers are those containers issued in less than unit of issue or less than unit pack.

(f) Rocket pod safety pins can be checked out through the Magazine Section by custody card.

(4) The following applies to request for changes

(a) Cancellations of munitions will be referred to ASRS Section, Building 1700, and will be submitted in writing prior to the submission of initial delivery request.

(b) Request to increase requisition, not exceeding preposition allocation will be handled as a normal request to include the required 48 hours notice and is independent on the N.E.W. in the assembly area and availability of requested items.

(c) Munitions will not be issued after 1500 weekdays and from 1500 Friday through 0730 Monday, without prior notice.

(5) Recovery (Turn-in) Procedures for Class V (A)

Munitions

(a) Deployed units will notify Station Ordnance personnel 48 hrs prior to the first day of turn-ins and will be done jointly with Station Ordnance personnel and the visiting units ASRS. Lot numbers, quantity, etc. on paperwork will reflect the joint inventory by both. MCAS Yuma Ordnance Division will supply no banding material and/or equipment. It is emphasized that proper packaging materials must be used for turn-in of serviceable ammunition. Gear not properly packed for turn-in will be reclassified to reflect same and priority of issue. Once ordnance is turned in, it will not be reissued, unless the documentation and 48-hour lead-time are met.

(b) The unit will ensure that:

1. The munitions are properly packaged, in its original container and packing or same like container.

2. All containers turned in will have the correct information legible on the side: NALC/DODIC, NSN, Lot and or Serial number and Quantity.

3. All lots will be packaged separately; "mixed lots" will not be accepted.

4. Condition codes will not be mixed in the same container.

5. Do not band pallets with containers that have been opened until Station Ordnance personnel have verified the quantities, lots, etc.

6. All light cans will be conspicuously marked by painting opposing corners orange and stenciling the container "Light Box."

7. All empty containers will be inspected by the unit's Ordnance Officer/NCOIC. They will be stenciled with the word "EMPTY" and all other markings obliterated.

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8. All CADs in opened containers will have an opened and an expiration date marked on each CAD with an indelible marker. Opened CADs will be turned-in as condition code "C".

9. Expended CADs, brass, 25 mm and above, links and expended decoy flares will be turned into DRMO by a qualified SNCO from the visiting unit.

10. Expended brass, .22 cal - 20 mm will be turned into Station Ordnance by a qualified SNCO from the visiting unit.

11. Practice bombs will have lugs and strikers (strikers removed).

12. Bullet-tip paint will be removed from all rounds prior to turn-in. Ammunition will be free of dirt, sand, and grease or it will not be accepted.

13. Rocket pod safety pins checked out from the Magazine Section will be returned with flags.

14. "H" Condition ordnance will be turned in containers painted white.

(c) Munitions will be accepted in the following conditions codes, serviceable codes A, B, C; unserviceable codes E, F, G, and H.

1. Ammunition turned in, in other than Condition Code A, shall have a reason provided on the turn-in documentation.

2. Unserviceable munitions must be tagged with the information as to why the material is unserviceable. Conventional Ordnance Discrepancy Reports (CODR) must accompany the turn-in documents.

3. Munitions armed or suspected of being armed require immediate notification of EOD at 269-2303/ 2788/ 2560.

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(d) Turn-in paperwork will be submitted on all retrograde/dunnage, bomb pallets, fuse containers, ammo cans, etc.

(e) All paperwork will be submitted to the Magazine Section/ASRS Section for verification of information. Upon completion of the inspection and verification, the paperwork will be signed and a copy given to the unit.

(f) Units are cautioned against applying bullet-tipping paint to ammunition, which may have to be recovered by the Explosive Safety Officer. Such ammunition cannot be cleaned thoroughly enough to preclude problems with it after storage. All ammunition, which had bullet-tipping paint, is considered to be Grade III ammunition and will be disposed of in accordance with current publications.

(g) Live rounds of ammunition will not be placed with waste materials or in waste containers. Expended cartridge casings and links will be inspected and turned-in to the Disposal Branch, by the unit expending the ammunition and certified by an Officer/SNCO.

(h) All retrograde (containers, butt plates, etc.) must be prepared for shipment in accordance with current Military Standards (Milstd's)/Weapons Requirements (WR's). The tenant/deployed unit will supply their own banding.

(i) All turn-ins of class V (A) munitions will be accomplished after the completion of the scheduled flight operation. The Explosive Safety Officer will assign an inspector to verify all quantities, lots and Naval Ammunition Logistic Codes (NALC's) of items being turned-in. It is incumbent on the deployed squadron to schedule adequate turn-in time to complete all necessary documents and repacking upon completion of flight operations.

d.. FM Mobile radio support formerly performed by the S-6/ Ground Electronics call BSD Maintenance Division at 269-2389 from 0700-1530 Monday through Friday.

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(1) Ensure proper radio communications by inspecting, troubleshooting, maintaining, installing, configure, and repair RF and non RF Systems.

(2) Maintain Fire Alarms and Building Intrusion Detection Systems (IDS).

e. Supply Support Services

(1) Warehousing Support. Station receiving and material delivery unit, Building 328 W Hours of operation are 0700-1530. Deliveries are accepted until 1500 each day Monday thru Friday, except holidays. Phone 269-2409/5543.

(2) HazMat and HazMin Support. Hazardous Material supply support and stock storage for MALS -13 and Station Customers. Building 328 W. Hours of operation are 0700-1530, Monday - Friday, except Holidays. To requisition HM, follow the procedures outlined in StaOrd 4011.1 or call 269-5364/269-5301 or Fax 269-6002.

(3) Recycling Services. A Qualified Recycling Program is established for operating, managing, and enhancing MCAS Yuma's solid waste recycling program. Types of materials accepted are: aluminum cans, steel, tin cans, glass, bond paper, news print, magazines, plastics, cardboard, antifreeze, aluminum, copper, brass, pallets, electrical wire, and wood. Recyclable items can be placed in appropriate (marked) containers. Recycling drop-off point is located behind Building 324. Hours of operation are 0700-1530 Monday - Friday, except holidays. For questions on any other recyclable items, phone 269-5185, or for further information refer to StaOrd 4010.2_, (SOLID WASTE (NON-HAZARDOUS) RECYCLABLE MATERIALS PROGRAM STANDARD OPERATING PROCEDURES).

(4) Repairable Assembly Support. The Repairable Management Section (RMS) located in the south side of Building 324 will handle all repairable assemblies. Hours of operation are 0700-1530, Monday - Friday, except holidays. Phone 269-2092.

(5) Garrison/Minor Property /DRMO Property Disposal Support. (Linen, RecTV's, Refrigerators, Tables, and Chairs) All Garrison property must be requested by a Staff Sergeant or

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above. Garrison/Minor Property/DRMO is located in Building 324. Hours of operation are Monday - Friday 0700-1530, except federal holidays. Phone 269-2901.

f. Airfield Services Branch

(1) Passenger & Air Cargo. The Air Freight Section is located in the passenger terminal, Building 151. The mission of the Air Freight Branch is to provide terminal service for all passengers (PAX), baggage and cargo both inbound and outbound.

(a) Air Freight Section in conjunction with the Load Master/Crew Chief of type aircraft, will manifest, brief, load and unload passengers and cargo and ensure that no unauthorized passengers or cargo are loaded aboard DoD-owned or DoD-controlled aircraft. A manifest, with a copy, will be produced whenever an aircraft is loaded with passengers. The original goes with the aircraft Crew Chief and the copy is to be retained on file for one year.. No manifesting of passengers over the phone is authorized.

(b) The Air Freight Section will off load a variety of aircraft including C-12, C-9, C-130, C-141, C-5, KC-10 and commercial passenger/cargo type aircraft. Other aircraft can also be off loaded with prior coordination with the ASB Supervisor. Foreign type aircraft will depend on cargo type configuration. In event that the aircraft is transporting cargo that is unusual or larger than what is normal, i.e., a C-5 carrying a CH-53 helicopter, the responsible unit is required to have representatives available to on-load or off-load.

(c) The equipment used by the Air Freight Section for the on-load or off-load is the 10k forklift, K-loader, T-40 loader. Any other MHE/forklift required should be requested in the Unit's Logistics Support Request (LSR) through MWSS-371.

(d) Requests for support from ASB Air Freight should be processed through appropriate supporting command. Unscheduled requests for support by the ASB will be determined by the ASB Supervisor and will be provided after scheduled support. Normal working hours are 0800-1630 Monday-Friday. All after hour support must be approved by the ASB Supervisor, as this will require a call back of ASB personnel.

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(e) Air Freight Section can be contacted at the following phone numbers both commercial and DSN. Lead 269-3654, Counter 269-2729, FAX 269-3667.

(2) Visiting Aircraft Line (VAL) Support. The VAL is a branch of the Logistics Division but works in close concert with Base Operations. The VAL line is located in the passenger terminal, Building 151. The VAL's mission aboard MCAS Yuma is to recover, refuel and launch visiting aircraft and to assist the aircrew and passengers of these aircraft.

(a) Requests for support from ASB VAL should be made through the appropriate supporting command. Prior Permission Required (PPR) numbers will be assigned to scheduling aircrew that call in with 24-hour notice. No same day PPR's will be taken unless approved by the ASB Supervisor. VIPs, Passenger (PAX) drops and parts drops will have priority over all other aircraft. The ASB Supervisor will exhaust every available means before turning down a PPR requested with 24 hour or more notice. Remaining over night (RON) aircraft information will be carried over to the next day. No aircraft larger than a C-130 will remain on the flight line for longer than 24 hours unless approved by the Lead or Fleet Liaison.

(b) PAX aircraft will be queried as to:

1. If there are VIPs aboard.
2. How many PAX are aboard.
3. If a forklift or other MHE is required.
4. Any other type of support needed.

(c) All diverted aircraft must be recovered and turned around as soon as possible to re-launch, so as not to interfere with the PPR aircraft.

(d) Diverting Aircraft with ordnance aboard must park in the CALA area prior to servicing.

(e) VAL line can be contacted at the following phone numbers both commercial (area code 928) and DSN (269). ASB Supervisor 269-6511, Control Desk 269-2445, Base Operations

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Desk 269-2326. Duty hours are 0700-2300 Monday through Friday and 1000-1800 Saturday and Sunday.

(3) FOD Sweeping support. The Airfield Sweepers are located in the passenger terminal, Building 151. The mission of the Airfield Sweepers is to maintain the cleanliness of the Airfield and adjoining runways/taxi-ways. Air Field Sweepers can be contacted at the following phone numbers both commercial (area code 928) and DSN (269). ASB Supervisor 269-6511, Control Desk 269-2445, Operations Desk 269-2326.

4. Management of Customer Requests. All customers are reminded that Federal civilian employees are performing the work of the BSD. To that end, support requirements will be managed to keep overtime support to a minimum. Those tenant activities requesting support/services required beyond normal working hours shall reimburse the BSD for any civilian labor overtime incurred to provide this support/service.

5. Concurrence. The Commanding Officers of MAG-13, MACS-1, MWSS-371, CSSD-16, MAWTS-1, and VMFT-401 concur in and make this directive applicable to their respective commands.


J. J. COONEY

DISTRIBUTION: B

BASE SERVICES DEPARTMENT (BSD) POC LISTING

SERVICE/SUPPORT ITEM	POC POSITION	TELEPHONE NUMBER	FAX NUMBER
BSD Department Head	BSD Business Manager	269-2398	269-6492
BSD Q. C.	Quality Control Technician	269-5511	269-6492
BSD Administration	Administrative Officer	269-5510	269-6492
BSD Office Manager	Management Assistant	269-2726	269-6492
Funding Requirements	Budget Technicians	269-2494	269-6492
Trouble Desk	Production Controllers	269-2222	269-2728
Work Reception (After Normal Duty Hours)	Water Plant Operator	269-2344	N/A
Recycling Manager	Environmental Protection Specialist/Recycling Manager	269-5185	269-6492
Maintenance Division Head	Maintenance Manager	269-2010	269-2728
Blue Stake Support	Cartographic Technician	269-6368	269-2728
Radio Communications	Electronics Leader	269-2389	269-2728
Logistics Division Head	Logistics Manager	269-2717	269-6492
Supply Branch	Materials Expeditor Lead	269-5366	269-6002
Linen/Garrison Property/DRMO Turn-in	Supply Technician	269-2901	269-6492
Recycling Services	Material Handler	269-5185	269-6492
Hazmat/Hazmin Support	Supply Technician	269-5364 or 269-5301	269-6002
Repairable Mgmt Section	Supply Technician	269-2092	269-6492
Motor Transportation Operations	Transportation Assistant/ License Instructor	269-2130	
Vehicle Dispatcher	Dispatcher	269-2674	269-3661
Vehicle Recovery	Duty Hours After-Hours/Weekends	269-2674 941-3589	269-3661
Airfield Services Branch	Aircraft Attendant Supvr Counter	269-6511 269-2729	269-3667
Load Planning/Air Cargo Operations	Aircraft Freight Loaders	269-2445	269-3667
FOD Sweeper	Airfield Clearing Equipment Operators	269-2445	269-3667
Ordnance Branch	Ordnance Manager	269-2004	269-5291
Ordnance Records	Supply Technician	269-2003	269-5291

Enclosure (1)